

## ANNUAL REPORT OF FIXED ASSETS

The following amounts should be recorded for the various fixed assets of this agency for the fiscal year ended June 30, 2003.

Agency Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_ Submission Date \_\_\_\_\_

ANNUAL SUMMARY INFORMATION		Land and Improvements	Buildings and Improvements	Equipment	Construction in Progress	Art & Historical Treasures	Infrastructures	Totals
Balances, July 1, 2002								
<b>NOTE: Use (-) Minus Sign/Negative Numbers When Subtracting - Ex: -5.00</b>								
Additions (a)	+							
Transfers from Construction in Progress (a)	+							
Transfers from other State Agencies (a), (b)	+							
Transfers to other State Agencies (a), (b)	-							
Disposals (a)	-							
Balances, June 30, 2003								

(a) The amounts shown in the columns of this section must represent actual cost as recorded on the agency's records.

(b) List the amounts for each agency reflected in these amounts on the reverse side of this form.

Equipment has been checked in accordance with instructions in the Inventory Control Manual issued by the Department of General Services? Yes \_\_\_\_ No \_\_\_\_

Date of last physical inventory for sensitive items: \_\_\_\_\_, non-sensitive items: \_\_\_\_\_

**PREPARE IN DUPLICATE AND FORWARD BEFORE JULY 15**

Original: Department of General Services - Inventory Standards and Support Services Division

Duplicate: Retain in Agency File